



ROANOKE CITY SHERIFF'S OFFICE

2014-2015 ANNUAL REPORT

Mission Statement

As a diverse, professional law enforcement agency, we will serve and protect every person within the City of Roanoke through quality court, correctional, law enforcement and customer-focused services.



Contents

A Message from Sheriff Tim A. Allen	4
Organizational Chart of the Roanoke City Sheriff's Office	5
Administrative Division	6
Jail Division	7
Courts Division	8
Tactical Team	9
D.A.R.E.	10
Trusty Program/Inmate Work Crews	11
Support Services Division	12-13
Jail Renovation Projects	14-15
Professional Standards Unit	16-18
Community Service Events	19-20
Citizens Academy 2014	21

On the cover: Members of the Roanoke City Sheriff's Office participate in a multitude of community service projects throughout the 2014-2015 fiscal year.

Message from Sheriff Tim A. Allen

Dear Citizens of Roanoke City,

This Annual Report reflects the hard work, accomplishments and dedication of every member of the Roanoke City Sheriff's Office. My hope is that you will find this report as a source of information that will present points of interest and explain what we do and the challenges we face.

It is my honor to enlighten and update our citizens as to the Roanoke City Sheriff's Office activities and highlights from the past year. I feel that the Annual Report provides me with an opportunity to let the citizens of the City of Roanoke know what their sheriff's office is about and to showcase our accomplishments. Together, the sheriff's staff, vendors, agency partners and the many volunteers that serve our department have done a tremendous job for the community during the 2014-2015 fiscal year.

The Roanoke City Sheriff's Office worked on numerous projects in 2014-2015. One of the major projects is our continued pursuit of accreditation through the ACA (American Correctional Association). The Roanoke City Sheriff's Office conducted a large scale cleaning, repairing and painting campaign in and around the Roanoke City Jail. We also had to analyze standards that must be met to achieve this goal. I am proud to report that in August 2015 we were re-accredited, receiving the final score

of 97%. This equates to a perfect score, due to the physical layout of the building.

We will continue to be proactive and innovative in our pursuit of "best practices" and seek to be best in class in all we do.

I am proud of this department and of the men and women whom I represent as sheriff.

Humbly Submitted,

T. A. Allen

Sheriff Tim Allen



Organizational Chart



Administrative Division

Roanoke City Sheriff's Office could not provide the services that help maintain the safety of our community without the dedicated men and women who serve the office of the sheriff. On a daily basis they are putting their lives at risk for the safety of the community. Sheriff Allen's top priority is providing a clean and secure environment that reflects the professional standards of the Roanoke City Sheriff's Office. Sheriff Allen's efforts are formed in part by the yearly budget.

Major David Bell reported: The Roanoke City Sheriff's Office had a combined total adopted budget of \$18,238,057.67 for the operation of the Sheriff's Office and Jail. This total reflects an amount of \$3,087,754.00 which was allocated for the operation of the Sheriff's Office. The additional \$15,150,303.67 was budgeted for the operation of the Roanoke City Jail.

The expenditures for the Roanoke City Sheriff's Office totaled \$3,087,656.27, which indicated a budget surplus in the amount of \$97.73. Expenditures for the operation of the Roanoke City Jail totaled \$15,150,303.25, which indicated a budget surplus in the amount of forty-two cents. The combined expenditures for the Sheriff's Office and Jail totaled \$18,237,957.52, with a total surplus of \$98.15.

The Sheriff's Office received salary reimbursement funding from the Commonwealth of Virginia totaling \$7,156,725.75. Additionally, the Sheriff's Office collected over 2.4 million dollars in revenue throughout the fiscal year. This amount is reflective of the housing of federal prisoners, prisoners from other localities, inmate fees, and etc. Therefore, as a result of these funding mechanisms, the City of Roanoke provided approximately \$8,632,484.24 of local funds to supplement the combined operation.



Above: Sheriff Allen meets with members of his Administrative team

Jail Division

It is the goal or purpose of the Roanoke City Jail *“to protect the community, to carry out judgments imposed by the courts, and to provide a safe and humane environment for those committed to our custody.”* Our deputies work to accomplish the goal of the jail on a daily basis.



Above: Deputy Ileana Aponte-Pena performs a routine search of a prisoner

Captain Mark Sweetenburg, Jail Division Commander, with the assistance of Lieutenant Jessie Roberts, Assistant Division Commander, oversees four shifts of 29 deputies, each including a lieutenant watch commander and two sergeant assistant watch commanders. For each Watch the commanders are as follows: Watch I, Lieutenant Jeff Ervine; Watch II, Lieutenant

Right: Members of the jail staff participate in a weekly inspection of the facility

Terry Martin; Watch III, Lieutenant Jeff Jenkins; Watch IV, Lieutenant John Williams.

For Fiscal Year 2014-2015, 9,808 arrestees were booked into the Roanoke City Jail. The average daily population was 649.

The Classification Unit is supervised by Lieutenant Monica Perkins. The Lieutenant and four sergeants assess every inmate's custody and program needs. This fiscal year, classification held 309 disciplinary hearings and 177 administrative hearings.

The Transportation Unit is comprised of four deputies led by Sergeant Richard DeHaven. Together, they transported 17,220 inmates and logged 149,292 miles. In addition, 729 TDO's were served.

Jail Records is comprised of six deputies, overseen by Sergeant Angela Traynham.



Court Services Division

Captain James Ferguson leads the Court Services Division. Captain Ferguson is assisted by Lieutenant Frank Harris and four sergeants: Sgt. Darrick Jones and Sgt. Brian McDaniel (Courts), Sgt. Nick Sharp (Civil Process) and Sgt. Mike Hewitt (DARE).

Fiscal year 2014-2015, Roanoke City Sheriff's Office and Court Services operated on a budget of \$3,087,743.00. Expenditures for the year totaled \$3,087,656.27.

The division provides professional, customer-focused law enforcement services to secure the courtrooms of General District Court, Circuit Court and Juvenile and Domestic Relations Court. The Civil Process unit provides proper and legal execution on all court orders, civil process, warrants, criminal and civil subpoenas, and other judicial documents in a professional and timely fashion. The DARE program provides educational and awareness opportunities to the youth and other community members in Roanoke City.

Roanoke Sheriff's deputies screened approximately 252,000

individuals at the two security stations of the courthouse, to prevent the introduction of weapons, explosives and other contraband into the facility. There were no incidents of weapons introduced into the courts.

Civil Process deputies served over 87,000 civil, criminal and other warrants in the community. Included in this number are 1,560 evictions, 251 property pick-ups, 114 levies and 37 capias.

The Courts Services Division strives to provide the courthouse with the highest level of security for members of the community, judges, and courthouse staff.



Above: Deputies line up outside of the Courthouse as part of the flag raising ceremony on September 11, 2015

Tactical Team

The Roanoke City Sheriff's Office's Tactical Team is a highly trained specialized response unit. The purpose of the Tactical Team is to provide support with expertise in the use of tactics for emergency situations to the members of the Sheriff's Office and other agencies. The Tactical Team is equipped to respond to high risk situations that may arise in the Jail, Courthouse, or within the community.

On December 17, 2015 members of the Tactical Team participated in a regional training event at Hollins University. During this "Active Shooter Drill" five agencies from both local and federal law enforcement were in attendance. Realistic makeup was used to simulate injuries, and a group of evaluators observed the event and provided an informative de-brief on the incident at the conclusion of the training.

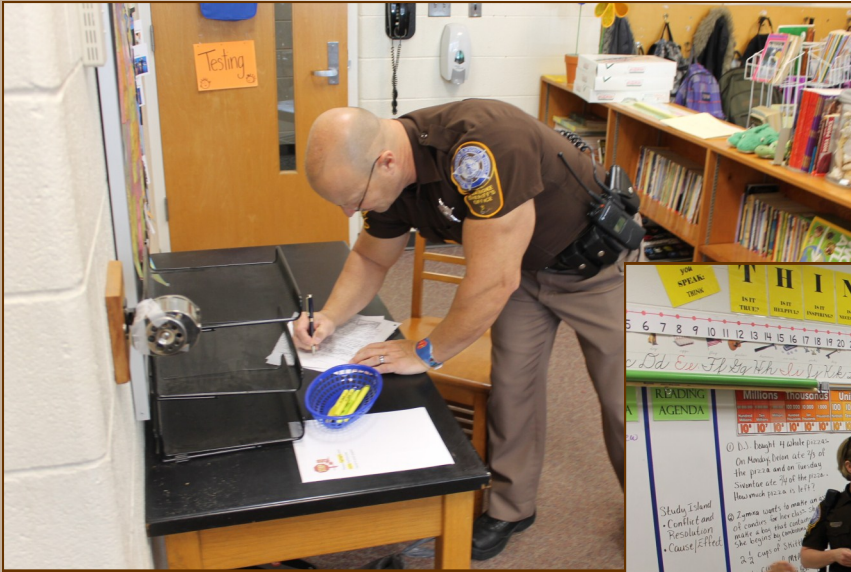


Above and Right: Members of the Tactical Team participate in training exercises

Sheriff Allen commends the courage and dedication of the men and women who serve on the Roanoke City Sheriff's Office's Tactical Team.



D.A.R.E.



Above and Right: D.A.R.E. officers teach students in Roanoke City elementary schools



Deputies from the Roanoke City Sheriff's Office teach the Drug Abuse Resistance and Education (D.A.R.E.) program in Roanoke City's 17 elementary schools. The ten week D.A.R.E. curriculum is presented to fifth grade students. Teaching children to resist drugs and violence is the foundation of the program. This school year, 10,163 students participated in drug awareness classes conducted by deputy sheriffs. Participants were required to complete assignments and write an essay.

Roanoke City Sheriff's Office deputies present a positive law enforcement role model to our students. During the 2014-

2015 fiscal year, deputies spent, on average, 298 hours counseling students, 105 hours conferring with parents, and 672 hours with teachers and principals.

These deputies not only educate our youth, they also maintain a safe and secure environment in our city's schools. Deputies responded to 536 incidents for the 2014-2015 fiscal year.

DARE

Trusty Program/Inmate Work Crews

Four hundred and ninety-three inmates participated in the **Trusty Program** during the 2014-2015 fiscal year. Trusties perform daily duties within the jail. Areas of service include the kitchen, property/laundry, maintenance, paint crew, and janitorial. The Trusty Program provides the inmate an opportunity to develop a strong work ethic and to gain or sharpen work skills during the period of incarceration.

Inmate Work Crews are managed by Sergeant Stacey Peters. The Roanoke City Jail typically maintains two male and one female work crew. For 2014-2015 work crews performed a total of 7,208 man hours. This includes 1,248 jobs benefiting the City of Roanoke, 154 jobs benefiting non-profit organizations, and an average of 172 city owned vehicles per month being washed by inmates. Deputies Linda Jones, David Lester and Jeremy Bailey oversee the outside work crews and Deputy Matthew Belcher handles the car wash.

Right: Inmate work crews performing community service benefiting the City of Roanoke



Support Services Division

The Support Services Division is commanded by Captain Kim Haddox. This division administers: Kitchen, Laundry, Medical, Education, Counseling, Chaplains, Inmate Work Crews, Maintenance, Recreation, and Inmate Work Programs.

Food Services are provided by CBM. The kitchen staff, with the assistance of jail trustees, prepare three meals daily. General Manager Kim Jackson reported that 945,348 meals were served in the 2014-2015 fiscal year.



Above: Members of the CCS medical team

Medical Services are provided in the Roanoke City Jail by CCS (Correct Care Solutions) and is overseen by Stephanie Tito, RN/HAS, Health Services Administrator. CCS performed 13,634 clinical visits and 607 dental visits.

Educational Programs are available to all inmates housed in the jail. Mr. Byron Phillips administers Special Education.

190 inmates under the age of 22 were interviewed for Special Education assistance. Of these, 21 inmates were identified with Special Education needs, and 7 went on to accept Special Education services. The GED program is administered by Ms. Sue Lee. GED class enrollment reached 219.

The Library Program at the Roanoke City Jail is run by Kim Lindsey, Jail Librarian. During the 2014-2015 fiscal year 5,106 books were delivered to inmates and 313 inmates took advantage of the Law Library.

Recreation is provided at the jail via two indoor gyms, two outdoor gyms, and two weight rooms. Deputies Jeff Jones and Mark Kemp facilitate the recreation program which has historically included basketball, calisthenics, aerobics and weight training. Recreation programs and facilities were utilized by 5,316 inmates.

Inmate Programs are supported by 70 active volunteers that are managed by Alan Collins, Jail Counselor. These include ALPHA (therapeutic substance abuse treatment for men and women), Alcoholics Anonymous (men and women), Fathers First (parenting and life skills, provided by TAP), faith-based Anger Management offerings, Pre-Release Counseling, a Chaplaincy program, and Bible Study. 198 inmates participated in weekly drug and alcohol counseling, 307 participat-



Above: DMV Employees set up for a DMV Connect session at the Roanoke City Jail

ed in the ALPHA program, 115 participated in rehabilitative and life skills programs, 5,292 accepted individual counseling, and 801 engaged in religious programs.

Inmates also benefit from the DMV **Connect** program. DMV “connection teams” issue identification cards by carrying customized cases that contain a laptop, signature pad, and camera to correctional facilities. ID cards are mailed from a secure central location to the appropriate correctional facility. Identification is necessary to secure jobs, open bank accounts, enter public buildings, and apply for benefits. This has been an important program for the Roanoke City Sheriff’s Office to help promote successful reentry.

The Discharge Planner Program, first introduced in the 2013-2014 fiscal year, continues to thrive. Under this program, members of Blue Ridge

Behavioral Healthcare have met individually with 196 unduplicated inmates in the 2014-2015 fiscal year. Each participating inmate has met with a Blue Ridge Behavioral staff member for a minimum of 1 and a maximum of 3 sessions. During these sessions, inmates were provided with information regarding community resources such as housing and employment. A total of 480 sessions were held.

The Discharge Planner Program aims to help inmates return to the community with the resources they need to access mental health treatment, substance abuse treatment and mental health medications.

Jail Renovation Projects

During the 2014-2015 fiscal year Sheriff Allen undertook to have the entire inside of the Roanoke City Jail repainted. Renovations were also completed within the pod housing units, and a new freezer was installed in the kitchen.

Right and Below: A new freezer was installed in the kitchen

Opposite Page: During the 2014-2015 fiscal year the entire interior of the Roanoke City Jail was repainted; pod housing units were also renovated





Professional Standards Unit

The Professional Standards Unit, commanded by Lieutenant Brian Geiser, oversees the functioning of Training, Internal Affairs, Applicant Background Investigations, Accreditation, enforcement of the Prison Rape Elimination Act (PREA) and Fleet Management.

Training does not end with graduation from the academy; it is an ongoing process. Sergeant Nicole Butterworth supervises the training of Sheriff's Office deputies. Sworn personnel are required by the American Correctional Association (ACA) to receive 40 hours of additional training each year. This is met through three days of off site training, online training, and roll call training. Firearms training and qualification is conducted twice a year.

During the 2014-2015 fiscal year, 97 employees were enrolled in various training seminars and classes throughout the region; this includes the 22 employees who attended an 8 hour Mental Health Training sponsored by Mental Health of America of the Roanoke Valley and held at the Western Virginia Regional Jail. Thirty-seven employees completed their Law Enforcement In-Service (40 hour) block of training through Cardinal Academy, and 39 employees completed their Basic Jailer In-Service (28 hour) block. Sworn and civilian staff completed over 10,480 hours of online modules.

Twenty-three deputies from the Roanoke City

Below: Sheriff Allen and part of his administrative team meet with the ACA auditors



Sheriff's Office completed the Basic Jailer Academies, and two deputies completed the Basic Law Enforcement Academy.

Sergeant Butterworth spent four weeks at the range qualifying deputies for firearms. Staff participated in remedial OC training as well as a remedial shotgun class and a live-fire, shooting under stress while moving scenario. A two-week annual qualification for retired staff was also held.

Accreditation was received by the Roanoke City Jail from the American Correctional Association (ACA) during the 2014-2015 fiscal year.

On March 16-18, 2015 the Roanoke City Jail was inspected by Wayne Solomon, DOC Inspector. Over the course of three days, Mr. Solomon toured the facility, spoke with staff members and inmates, and reviewed documentation. The Roanoke City Jail was found

to be 100% compliant with the Life, Health and Safety Standards as prescribed by the Department of Corrections.

On May 20-22, 2015 the Roanoke City Jail was audited for re-accreditation with the American Correctional Association (ACA). The audit team was comprised of Raul Banasco, David Wade, and Marc Coudriet. The team toured the jail, reviewed documentation, and conducted interviews as part of the accreditation process. The audit team visited and interviewed 42 staff members and 33 inmates.

The audit team found the Roanoke City Jail to be 100% compliant with the applicable mandatory standards and 97% compliant with the applicable non-mandatory standards. The nine standards that were not met are due to deficiencies with the physical plant, such as natural lighting, toilets in cells, and the number of showers in a pod. As a result of the audit, the team recommended the Roanoke City Jail for re-accreditation.

In August 2015, Major David Bell, Major Greg Winston, Captain Mark Sweetenberg, Captain Kim Haddox, and Sergeant Brandon Young represented the department at the ACA Conference in Indianapolis, Indiana. The ACA Conference offered seminars covering an array of topics including medical care for inmates, PREA, and corrections personnel. Our team of representatives went before a review panel and answered questions regarding the findings of the audit team. After a vote by the panel, the Roanoke City Sheriff's Office was

approved for re-accreditation.

The Prison Rape Elimination Act (PREA) was passed on September 4, 2003 by both houses of Congress and was subsequently signed into law by President George W. Bush.



Above: Sheriff Allen , Major David Bell, Major Greg Winston and PREA Coordinator Kristen Borak meet with the PREA Auditor

The purpose of PREA was to provide information, resources and education to prevent, detect and respond to allegations of sexual abuse and harassment of incarcerated individuals, either by staff or other inmates. This act mandated a “zero tolerance” policy for federal, state, and local facilities through a national set of standards that were released in May 2012. In order to achieve full compliance, an audit, completed by a Department of Justice certified instructor, had to be completed.

The PREA Audit of the Roanoke City Jail was conducted by August 11-12, 2014.

The designated auditor was Mrs. Lawanda Long from Virginia. Mrs. Long was introduced to Sheriff Allen and the rest of the command staff during an Entrance Meeting on the first day of the audit. Major Bell and Major Winston, along with Kristen Borak (PREA coordinator), took Mrs. Long on a thorough tour of the facility. Following the tour, the auditor began interviews and reviewed other documents. Seventeen offenders were randomly selected by their housing assignment to be interviewed, including 7 females and 10 males. Ten security personnel were interviewed, who were also randomly selected by the auditor. Sixteen interviews were conducted to address the 13 specialized staff. Specialized staff included Agency Head (Sheriff), Warden or Designee (Chief and Assistant Chief Deputy), PREA Coordinator, Contractor, Individual responsible for monitoring retaliation, Investigator, Nurse, Mental Health, Lieutenant responsible for intake screening, an Incident Review team member, Human Resource manager, Intake staff, and 2 intermediate or high-level facility staff and deputy who supervises inmates in segregated housing. In all, the auditor conducted 43 interviews. The auditor was impressed by what the staff knew about PREA, the zero-tolerance policy, offender rights regarding PREA, first response, investigations, and evidence collection. The auditor found the Roanoke City Jail to be in full

compliance with the Prison Rape Elimination Act. The facility exceeded 8 standards, met 32 standards, and 3 were non-applicable.



Above: The PREA Auditor interviews Lt. Brian Geiser

Community Service

The men and women of the Roanoke City Sheriff's Office are proud of their ongoing involvement in the community.

In March 2015 members of the Roanoke City Sheriff's Office marched in the St. Patrick's Day parade. The Tactical Team brought out the Humvee and our Honor Guard proudly displayed its colors. Members of the Tactical Team also came out for the Armed Forces Parade at the Veterans Affairs Hospital in May 2015. A number of deputies participated in the 2015 Black History Heritage parade in March.

Multiple deputies participate in the HEAT VIN etching events that occur throughout the spring and summer months. The June 2015 event, sponsored by the Roanoke City Sheriff's Office, drew out over 80 vehicles to the Valley View Target.



Above: Sheriff Allen poses with a puppy at Angels of Assisi

The partnership between the Roanoke City Sheriff's Office and Angels of Assisi continues to thrive. Each week a deputy volunteers to have

his or her picture taken with an animal in need for a home. These pictures are posted on social media in an effort to help spread the word and find them homes.

This year the Roanoke City Sheriff's Office began its participation in the GTO (Growth Through Opportunity) Cadets program, which began in 2014 through the Roanoke City Police Department. Young men and women taking part in this program have varying neurodevelopmental disabilities. Managed by job coaches, these cadets volunteer at the Sheriff's Office and other public safety facilities to develop life skills, social skills, and job skills.

Charitable events also play a large role in the lives of members of the Roanoke City Sheriff's Office. The 10th Annual Charity Golf Tournament took place on June 20 2015 at Hunting Hills Country Club in Roanoke County. Proceeds from the event benefit students participating in D.A.R.E.

Under the direction of Captain James Ferguson, deputies tugged their way to another first place victory at the Tug for Tots event in support of CHIP of Roanoke Valley.

Deputies participated in the Relay for Life and the Law Enforcement Torch Run, raising funds and awareness for the American Cancer Society and Special Olympics, respectively.

Support of our community will continue to be a key focus of the Roanoke City Sheriff's Office.



Color Guard marches at the Black History Heritage Parade



Deputy Coy Hypes volunteers at the HEAT Event in June



The RSCO Team prepares for another Tug For Tots



Marching in the St. Patrick's Day Parade



Team RSCO at their Relay for Life tent



Sheriff Allen hands out trophies at the Golf Tournament

Citizens Academy 2014

In 2014 the Roanoke City Sheriff's Office completed its third Citizens Academy under the direction of Sergeant Nicole Butterworth.

The academy provides an opportunity for citizens who live or work in the City of Roanoke to become familiar with the daily operation and responsibilities of the Sheriff's Office.

The Citizens Academy is a six-week interactive program. Citizens Academy participants discover key components of the training and skills required for Sheriff's Deputies to effectively perform their duties. The instruction is comprehensive, covering different areas of the Sheriff's Office each week. Citizens attending the Academy are taught using multiple instructional methods including:

- *Lecture*
- *Interactive/hands-on instruction*
- *Mock scenarios, and*
- *Tours*

Certified Sheriff's Office instructors conduct courses on the following subjects:

- *Jail history*
- *Functions of a Deputy Sheriff*
- *Jail tour*
- *SWAT Team demonstration*
- *Inmate subculture*
- *Court systems*

- *Tour of Courthouse*
- *Mock Trial*
- *Civil Process*
- *D.A.R.E. Program*
- *Self Defense*
- *Firearms training*

The purpose of the Citizens Academy is to promote and enhance the citizen's understanding and awareness of the role of the Roanoke City Sheriff's Office. The program is designed to develop positive relations between deputies and the community through education. The goal of the program is to create a growing nucleus of responsible, well-informed citizens familiar with the services the Roanoke City Sheriff's Office provides to the community.



Above: Citizens Academy participants act as a jury in a mock trial at the Roanoke City Courthouse



ROANOKE CITY SHERIFF'S OFFICE

340 Campbell Avenue SW, Roanoke, VA 24016

Phone: 540-853-2941 Fax: 540-853-5353

www.roanokeva.gov/sheriff